HHSDC Training Center Course Catalog

July, 2003 - June 2004

California Health and Human Services Agency Data Center
HHSDC Training Center
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INTRODUCTION

Welcome to the Fiscal Year 2003-2004 edition of the HHSDC Training Center Course Catalog.

The HHSDC Training Center is in its 17th year of providing high-quality, low-cost information technology training services to our government customers. This year we are pleased to offer you the same quality and quantity of excellent information technology training courses as in previous years.

In these challenging times of budget cutbacks, we continue to offer excellent trainers, courses and programs at vastly reduced prices to our customers. The HHSDC Training Center staff is proud of its ability to leverage the State's buying power to bring high-quality training to you while holding the line on cost.

To help hold our costs down so that yours remain low, the size of this catalog is significantly downsized from previous years' editions. To save space, this catalog contains only course titles, course dates, and tuition.

For complete course descriptions, please access our web site at www.training.ca.gov and open the on-line Training Schedule. There you can click on a course title to view the course content.

The HHSDC Training Center staff is here to help you. Please feel free to contact us at any time.

We look forward to seeing you at the Training Center this year.

Regards,

The HHSDC Training Center Team

HHSDC Training Center Information

Who We Are

The HHSDC Training Center is a State of California agency providing information technology training services to public sector employees.

Since the mid-1980's, the HHSDC Training Center has consistently provided excellent technical training to state, local, and federal government agencies. Our customers rely on us to provide a comprehensive training curriculum on various information technology subjects.

Mission Statement

The HHSDC Training Center promotes the long-term success of HHSDC and its partners by providing excellent, low-cost information technology training in mainframe, networking, web development, PC applications and support and other high-end technical and related topics to our customers. We are dedicated to exceeding our customers' expectations by soliciting and acting immediately on open and honest feedback to improve continuously our processes and services.

Registration Information

To enroll in a class at HHSDC, please have your training coordinator call the HHSDC Training Center Registration Line at **(916) 739-7502** or **toll free (866) 510-0867**. We will take all enrollment and billing information over the phone, then send the training coordinator written confirmation and a map to HHSDC for each student.

Cancellation Policy

Cancellations and requests to reschedule enrolled students   MUST be made by TEN (10) WORKING DAYS PRIOR TO THE FIRST DAY OF CLASS   or the department will be required to pay the full course fee. Substitutions may be made at any time.

Location and Parking

Check out our map on the last page.   The HHSDC Training Center is located at 9323 Tech Center Drive, Suite 100, in Sacramento. Tech Center Drive is located one block south of the intersection of Folsom Blvd. and Mayhew Road, between Bradshaw and Watt.

Plenty of free parking is available around the building and across the street.

Satisfaction Guaranteed

All training at the HHSDC Training Center is unconditionally guaranteed or your money back. If you are dissatisfied with the training you received at HHSDC, please come by the HHSDC Training Office or call us at (916) 739-7502.

Class Start and End Times

All classes begin at 8:15 AM and most end approximately at 4:00 PM.

Classes taught by Innovative Solutions, Inc. (most of the Microsoft and all HTML courses) end approximately at 3:30 PM.

When Coming to Class

Dress is casual when attending training. Temperatures may vary widely within each classroom We suggest dressing in layers to accommodate the temperature fluctuations.

On-site Breakroom, Telephones, E-mail Access

The HHSDC Training Center has a large breakroom with microwave ovens, and refrigerators available for students to use. Fresh-brewed coffee, tea, hot chocolate, bottled water, vending snacks and drinks, and ice cream are available.

Additionally, many restaurants are located within a short driving distance along Folsom Blvd. and other nearby streets.

We have telephones available in the lobby for your use. You can make local calls on these phones at no charge, or you are welcome to use a calling card for long distance calls.

PCs are set up in the lobby to allow you to check your e-mail if you have web-based e-mail access.

Light Rail Information and Tickets

Light Rail access is a few convenient steps from the Training Center. Take Light Rail to the Tiber Station, disembark, and take the short walkway on the south side of the station into the parking lot behind the Training Center. We are located in the building just to your right. Walk around to the front door and come on in!

NEED A RIDE? We have complimentary light rail tickets available for your convenience.

If you need tickets to ride Light Rail for any day you are attending a class at the HHSDC Training Center, please call us at (916) 739-7502.

You must call no later than 5 working days before your class to order the tickets.

Discounts available

Discounted prices for dedicated class sessions are available for most courses. Please call us at (916) 739-7502 for details.

Mailing List

<u>Add</u> YOUR NAME to our mailing list and receive all of our flyers and catalogs in the mail.

There are 3 easy ways to choose from to be added to our mailing list:

- Call us at (916) 739-7502 or Toll Free (866) 510-0867
- E-mail us at training@hhsdc.ca.gov
- Mail us at:

  HHSDC Training Center
  9323 Tech Center Drive, Ste. 100
  Sacramento, CA 95826

Whichever method you choose, just provide us the following information:

- Your name
- Your organization's name (County, State department, etc.)
- Mailing address
- Phone number
- Fax number
- E-mail address

<u>Delete</u> YOUR NAME from our mailing list:

- Call us or e-mail us at the above number or e-mail address
- Provide us with your name and organization as shown on a current mailing label
- Please allow 4-6 weeks for the mailings to stop.

LearningPASS Program

Learning

Personal

Advantage

Software

Skills

✓   ***Quality IT Training***

✓   ***No Contracts***

✓   ***No Bidding***

✓   ***Easy to Use***

✓   ***Discount Pricing***

✓   ***Toll Free Order Line***

✓   ***Satisfaction Guaranteed***

How it Works:

Training Where You Want It

✓ At any **New Horizons** or **Gateway** training facility

✓ At your facility—Dedicated Class

✓ Other vendors may be added during this fiscal year to increase your choices

At Competitive Prices

✓ Just $95 per LearningPASS

✓ LearningPASSes apply to standard PC application or advanced technical training

✓ LearningPASSes can be combined for multiple days or more expensive classes

✓ Discount pricing on volume purchases or dedicated classes

Easy To Purchase

✓ No contracts – Use State of California contract

✓ Call toll free @ 1-888-895-7337 to purchase LearningPASSes from the HHSDC Training Center

✓ The HHSDC Training Center will invoice your organization, and hold the funds to pay the vendor only after training services have been provided

Easy To Use

Registration is a simple 1,2,3-step process

1. Contact the HHSDC Training Center to request a LearningPASS purchase

2. Receive your Account Number to be used for all LearningPASS purchases

3. Contact the vendor to register for a class

LearningPASS delivers Information Technology Training where you want it at more than 40 locations throughout the

State of California. Through HHSDC's contract tremendous cost savings are passed along to the customer. To locate the facility closest to you or to find out more about LearningPASS, simply logon to the LearningPASS website at:

<u>**www.learningpass.ca.gov**</u>

or call us toll free at:

1-888-895-7337

Program Benefits

✔   Satisfaction Guaranteed

✔   Tremendous discounts

✔   Generous Retake Policies

✔   High Quality Training

✔   Hands-on Instruction

✔   State of California administered contract

✔   Purchasing through HHSDC Training Center keeps funds within your local community

Available Classes include:

Word Processing	Databases
Internet	Graphics & Publishing
Spreadsheets & Financials	IT Security
Technical certification	Integrated & Business Applications

Instructor-led or e-learning

Classes for beginner, intermediate or advanced students

Certificate Programs at the HHSDC Training Center

The HHSDC Training Center offers a number of technical certificate programs. These programs are taught by training contractors who are selected for their high quality of instruction, technical expertise in the subject matter, and their success in providing comprehensive training classes.

WHY EARN A HHSDC CERTIFICATE? Completion of a certificate program will gain you and your employer the following assurance:

- You have completed a rigorous, in-depth program of technical training in the chosen subject matter.
- Your classes have been taught by some of the best professionals in the business.
- Your course of study has been customized to the State of California's needs.
- All technical information reflects the latest in the subject matter.
- These certificate programs are not available anywhere else.

As of July 1, 2003 the HHSDC Training Center offers the following certificate programs:

- **Software Project Management**
- **Information Architect (3 levels)**
- **PC Support**
- **SAS Software (3 levels)**
- **NATURAL MVS Applications (2 levels)**
- **OS/390 Enterprise Developer**
- **DB2 for OS/390 Enterprise Developer**

Software Project Management Certificate Program

The program consists of nine modules covering the essential skills and knowledge needed to manage successfully large software development and other information technology projects in the State of California. This program is designed for managers and analysts who will be participating in software development or other IT projects as project managers or leads. The schedule for the FY 2003/2004 program follows:

Software Project Management Certificate Program Overview.........2/9/04
Implementing Strategic Plans 2/10-11/04
Effective Presentations..3/1-2/04
Meeting Management and Group Facilitation 3/22-23/04
Conducting a Feasibility Study...4/12-13/04
Working with Strategic Business Partners...4/29-30/04
Microsoft Project 2000 Advanced..5/3/04
Project Initiation and Planning...5/24-26/04
Project Performance Assessment and Closure.................................6/14-15/04

Information Architect Certificate Program (REVISED)

This program consists of a core program of six classes, plus electives. These classes will teach you to understand the core competencies of your business, and to model and test business

requirements using a structured approach. You may earn the following certificate levels by completing the program requirements as listed below:

Information Architect .... All core classes
Information Architect Advanced................ All core classes plus **two** electives
Information Architect Master...................... All core classes plus **four** electives

NOTE: Beginning in FY 03/04. **Effective Business Requirements** has been changed from an elective to a core class. Consequently, the number of electives needed for each certificate level has been reduced by one class. Anyone who began the program prior to FY 03/04 may choose to earn their certificate using either the new FY 03/04 program requirements, or the requirements in place when they began the program.

Core classes:

- *Introduction to Structured Analysis*
- *Effective Business Requirements*
- *Data Modeling Essentials*
- *Introduction to Structured Design*
- *Structured Testing Fundamentals*
- *Maturing Your SDLC Process*

Electives:

- *Structured Analysis – Advanced Concepts*
- *Analysis & Design in an Object-Oriented Environment*
- *Database Technology for the New Millennium*
- *Client/Server – A Technical Overview*

PC Support Certificate Program

This program consists of three intense, hands-on training courses that will provide you with in-depth knowledge, skills, and tools to perform hardware and software PC support in your office. The classes are:

- *PC Support and Troubleshooting – Level 1* (formerly *The PC Coordinator Survival Course*)
- *PC Support and Troubleshooting – Level 2* (formerly *Hands-On PC Troubleshooting and Repair*)
- *PC Support and Troubleshooting – Level 3* (formerly *Data Recovery Techniques and Disk Drive Troubleshooting*)

SAS Software Certificate Program

This program consists of three tracks designed for individuals who desire a complete grounding in SAS software to perform a variety of analytical and reporting activities:

SAS/Analyst ....All core classes
SAS/Expert................All core classes **plus** any two Expert classes
SAS/Master................All core classes **plus** any two Expert **AND** any two Master classes

SAS/Analyst Certificate (Core classes)

This track is designed to help attendees gain a complete understanding of how SAS software works and is used. Attendees will learn how to perform ad hoc analysis and reporting in standard data environments typically found within most Analyst/Researcher/Programmer positions.

- ***SAS Programming I: Fundamentals of the SAS System***
- ***SAS Programming II: Data Manipulation Using the Data Step***
- ***SAS Programming III: Advanced Techniques***
- ***SAS Report Writing: A Programming Approach***

SAS/Expert Certificate

This track is designed for individuals who wish to gain an understanding of how SAS is used to publish information and reports in different forms, including the web, PDF, Word and other environments. Large data file access is typical within the State. This track also discusses the use of SAS/SQL and the efficiencies available for processing table lookups, merges and joins against large data sources.

- ***SAS: Output Delivery System (ODS) Basics***
- ***SQL Processing in SAS Software***
- ***SAS Programming IV: Efficiencies, Tips and Tricks***

SAS/Master Certificate

This track discusses how SAS uses a multi-threading and multi-processor environment to more efficiently process data. Macros are discussed to show how program processes can be automated, simplified and placed into production style environments for standard reporting. Database and spreadsheet access that is typical in most environments will be covered. Efficient processing in a client server environment that uses SAS under Windows, Unix and MVS will be taught to show students how to best implement a distributed processing and data environment.

- ***Accessing Relational Databases and Spreadsheets Using SAS Software***
- ***Client Server Processing with SAS/Connect Software***
- ***Macros in SAS Software***

NATURAL MVS Applications Certificate Program (2 levels)

This program consists of four core classes that will teach your programmers to become skilled NATURAL application programming, and two additional courses that will prepare them for becoming NATURAL application developers. The classes in the series include:

NATURAL MVS Application Programmer Certificate – all of the following core classes:

- ***NATURAL Programming Fundamentals***
- ***NATURAL Intermediate Programming***
- ***NATURAL Advanced Programming Techniques***
- ***Inside ADABAS***

NATURAL MVS Application Developer Certificate - all core classes plus both of the following courses:

- **Introduction to PREDICT**
- **NATURAL Construct Applications Workshop**

OS/390 Enterprise Developer Certificate Program

This program consists of eight training classes that will teach your business experts and novice programmers to become skilled technical developers and to understand the specifics of coding, tuning and maintaining high-quality COBOL-based OS/390 computer applications. The program will teach a non-technical businessperson how to become a developer of enterprise-level computer systems and how to optimize those systems to run in an OS/390 environment. The classes in the series include:

- **Introduction to OS/390**
- **Getting Started with OS/390 TSO/ISPF**
- **Getting Started with OS/390 JCL & Utilities**
- **COBOL Programming – 1 of the following:**
  - ❑ **Basic COBOL Programming (5 days)** – *for students with experience coding in another mainframe programming language such as Assembler, PL/1, Fortran, REXX*
  - ❑ **Basic COBOL Programming for New Programmers (10 days)** – *for those with no prior programming experience*
  - ❑ **Getting Started with COBOL 390/LE (2 days)** – *for experienced COBOL programmers*
- **Introduction to CICS**
- **Basic CICS Command Level COBOL Programming**
- **OS/390 Application Dump Reading**
- **Basic VSAM Programming**

DB2 for OS/390 Enterprise Developer Certificate Program

This program consists of four core classes plus any two of the listed electives that will provide you with the skills you need to develop and maintain efficient enterprise-wide applications in the DB2 environment. The classes in the series include:

Core classes (take all four)

- **Introduction to DB2 Concepts**
- **DB2 Programming (Beginning)**
- **DB2 Programming (Intermediate)**
- **DB2/SQL Advanced Concepts**

Electives (take any two)

- **Database Technology for the New Millennium**
- **Data Modeling Essentials**
- **QMF Fundamentals**

How to Earn a Certificate

Enroll in and complete all courses listed for the program of your choice. The courses in each program are offered at various dates throughout the year. Simply choose the individual course dates most convenient to you. It is strongly recommended that you attend the courses in the order listed.

To obtain your program certificate, while you are on-site attending the final course in your program notify the HHSDC Training Office that you are about to complete the program. A special certificate will be prepared and awarded to you upon completion of the final class.

These programs are retroactive for any past attendance. If you have attended any of these courses in the past they will count towards earning the certificate.

Most courses may also be taken as stand-alone classes. Some prerequisites apply. The Software Project Management program modules are not available for stand-alone enrollment.

For more detailed information on any particular course, please contact the HHSDC Training Center for a detailed flyer or check out our web site and access Certificate Programs.

Tuition Discount

Your organization will be charged the standard tuition as you complete each course. However, completion of any of the above certificate programs within the following time periods entitles you to a 10% discount off the total standard tuition. The total discount for all classes in your program will be applied in the final class. The discounts are available to those who began the programs after the dates shown. The *Software Project Management Certificate Program* is not eligible for a discount.

Programs with Multiple Levels: Certificates will be awarded, and discounts applied, at the completion of each level. Discounts will be applied only for the classes taken at each level when you complete that level.

Certificate Program	Completion period for discount
Information Architect	Core – 18 months Each add'l level – 12 months
PC Support	12 months
SAS Software	12 months per level
NATURAL MVS Applications	12 months per level
OS/390 Enterprise Developer	18 months
DB2 for OS/390 Enterprise Developer	18 months

HHSDC Training Center FY 03/04 Course Schedule

Accessible Technology

Accessible Technology Training ($500)..Feb 25, Mar 18, Jun 29

ADABAS, NATURAL, PREDICT

Inside ADABAS ($250)..Dec 8, Jun 14
NATURAL Programming Fundamentals ($1,275)....................................Sep 15-19, Feb 23-27
NATURAL Intermediate Programming ($1,275)......................................Nov 17-21, May 17-21
NATURAL Advanced Programming ($1,100)...Dec 9-12, Jun 15-18
PREDICT Introduction ($550)..Apr 12-13

Analysis and Design – see System Development Life Cycle

Assembler Programming Language

Basic Assembler Programming ($1,075) ....Jan 12-16

CICS

Advanced CICS Programming Concepts ($1,075)....................................Aug 18-22, Dec 1-5
Basic CICS Command Level COBOL Programming ($925)......................Nov 3-7, May 24-28
Introduction to CICS ($225)..Oct 16, May 5

Client/Server

Introduction to Client/Server ($225)..Oct 21, May 25
Client/Server – A Technical Overview ($675) ....Nov 3-5, Apr 27-29
Client/Server Processing with SAS/CONNECT Software ($600)...............Mar 2-3

COBOL Programming Language

Basic COBOL Programming (for experienced programmers) ($975).........Oct 20-24
Basic COBOL Programming for New Programmers ($1,950)....................Apr 19-30
Advanced COBOL Programming ($1,075)..Dec 15-19
Getting Started with COBOL 390/LE ($450) ....Oct 14-15, Mar 10-11

Data Modeling

Overview of Data Modeling ($225) ....Feb 24
Data Modeling Essentials ($825)...Oct 6-9, Feb 17-20, Jun 1-4

Databases

Overview of Database Concepts ($225)..Oct 20, Feb 23, May 24
Database Technology for the New Millennium ($675)...............................Feb 25-27
Accessing Databases and Spreadsheets with SAS/ACCESS ($325)........Oct 22

DB2

Introduction to DB2 Concepts ($225)...Feb 2, Jun 7
DB2 Programming (Beginning) ($825)..Feb 3-6
DB2 Programming (Intermediate) ($875)...Apr 12-15
DB2/SQL – Advanced Concepts ($675)...May 3-5

Debugging

File-Aid Fundamentals ($450)...Nov 17-18, Jun 23-24
OS/390 Application Dump Reading ($450)..May 17-18

E-mail and Calendaring

Microsoft Outlook 2000 Introduction ($110)...Sep 23, Dec 9, Mar 11, May 18
Microsoft Outlook 2000 Advanced ($110)...Jan 7, Jun 11

Feasibility Study Reports

Conducting a Feasibility Study ($625) ....Sep 24-26, Dec 10-12,
                                                                                                        Mar 24-26, Jun 16-18

File-Aid

File-Aid Fundamentals ($450)...Nov 17-18, Jun 23-24

HTML

HTML 4 Programming Level 1 ($125)..Aug 14, Jan 14, May 20
HTML 4 Programming Level 2 ($125)..Dec 16, May 26
HTML 4 Programming Level 3 ($125)..Oct 22, Jun 23

Information Architect Certificate Program – see Certificate Programs

Introductory Data Processing

Introduction to Information Technology ($450)..Oct 14-15, May 3-4
TSO and JCL for Business Experts ($675)...Nov 12-14, May 10-12
Overview of Database Concepts ($225)...Oct 20, Feb 23, May 24
Overview of Data Modeling ($225) ....Feb 24

Java Programming

Basic Java Programming ($900) ....Oct 27-30, Jun 1-4

Microsoft Access

Microsoft Access 2000 Introduction ($110)...Jul 22, Aug 7, Aug 26, Sep 10,
                                                                                                        Sep 29, Oct 15, Oct 30, Nov 17,
                                                                                                        Dec 4, Dec 17, Jan 6, Jan 26,
                                                                                                        Feb 26, Mar 9, Mar 25, Apr 13,
                                                                                                        Apr 28, May 6, May 19, Jun 3,
                                                                                                        Jun 16, Jun 28
Microsoft Access 2000 Intermediate ($110)..Jul 31, Aug 19, Sep 18, Oct 27,

Nov 12, Dec 16, Jan 14, Feb 5,
Mar 4, Apr 19, May 11, May 27,
Jun 8, Jun 24

Microsoft Access 2000 Advanced ($110)...Aug 27, Oct 21, Dec 11, Jan 22,
Feb 17, Apr 8, May 24, Jun 15,
Jun 29

Microsoft Access 2000 Programming Using Visual Basic ($525) ....Oct 22-24, Jan 28-30, Apr 14-16
Jun 23-25

Microsoft Access 2002 (XP) Introduction ($110)......................................Aug 14, Nov 24, Feb 18, May 10
Microsoft Access 2002 (XP) Intermediate ($110).....................................Oct 28, Feb 25, Jun 14
Microsoft Access 2002 (XP) Advanced ($110)..Jan 13, Feb 28
Microsoft Access 97 Introduction ($110)...Aug 6, Sep 22, Nov 6, Jan 20,
Mar 17, May 3, Jun 9

Microsoft Access 97 Intermediate ($110)...Oct 23, Jan 27, Apr 5, Jun 1
Microsoft Access 97 Advanced ($110) ....Nov 13, Feb 23, Jun 25

Microsoft Excel

Microsoft Excel 2000 Worksheets (Level 1) ($110)...................................Jul 23, Aug 20, Sep 18, Oct 14
Nov 18, Dec 15, Jan 8, Jan 22,
Feb 17, Mar 16, Apr 26, May 10,
May 26, Jun 10, Jun 22

Microsoft Excel 2000 Charting and Organizing Data ($110)......................Aug 12, Oct 7, Dec 10, Jan 15,
Feb 24, Mar 23, Apr 22, May 13,
Jun 18

Microsoft Excel 2000 Advanced ($110) ....Sep 11, Oct 29, Dec 4, Feb 4,
Apr 15, Jun 14

Microsoft Excel 2000 Programming Using Visual Basic ($525)................Dec 8-10, Mar 24-26, Jun 7-9
Microsoft Excel 2002 (XP) Worksheets (Level 1) ($110)..........................Sep 9, Dec 2, Mar 18, Jun 2
Microsoft Excel 2002 (XP) Charting and Organizing Data ($110)..............Jan 7, Jun 15
Microsoft Excel 2002 (XP) Advanced ($110) ....Jun 29
Microsoft Excel 97 Worksheets (Level 1) ($110)......................................Jul 29, Sep 8, Nov 24, Feb 18,
May 5

Microsoft Excel 97 Charting and Organizing Data ($110).........................Nov 4, Feb 25, Jun 7
Microsoft Excel 97 Advanced ($110)...Apr 7

Microsoft FrontPage

Microsoft FrontPage 2000 Introduction ($125)...Sep 17, Mar 2
Microsoft FrontPage 2000 Advanced ($125)..Apr 20

Microsoft Outlook

Microsoft Outlook 2000 Introduction ($110)..Sep 23, Dec 9, Mar 11, May 18
Microsoft Outlook 2000 Advanced ($110)...Jan 7, Jun 11

Microsoft PowerPoint

Microsoft PowerPoint 2000 Introduction ($110) ....Aug 6, Nov 3, Jan 21, Feb 23,
Mar 10, Apr 21, Jun 14

Microsoft PowerPoint 2000 Advanced ($110)...Nov 19, Apr 6, Jun 17
Microsoft PowerPoint 2002 (XP) Introduction ($110) ....Nov 5, May 6
Microsoft PowerPoint 2002 (XP) Advanced ($110)...................................May 25
Microsoft PowerPoint 97 Introduction ($110)...Sep 9, Jan 13
Microsoft PowerPoint 97 Advanced ($110)...Jan 28

Microsoft Project

Microsoft Project 2000 Introduction ($300) ....Aug 19-20, Sep 24-25, Oct 20-21,
Nov 17-18, Dec 11-12, Jan 20-21,
Feb 19-20, Mar 8-9, Apr 12-13,
May 17-18, Jun 21-22
Microsoft Project 2000 Advanced ($150)..Nov 19, Mar 10, Jun 10

Microsoft Visio

Microsoft Visio 2000 Create Organizational Charts ($110).......................Sep 24, Dec 3, Feb 3, Apr 14,
Jun 18
Microsoft Visio 2002 (XP) Introduction ($110)..Oct 29, Feb 24, May 19
Microsoft Visio 2002 (XP) Intermediate ($110) ....May 4

Microsoft Word

Microsoft Word 2000 Introduction ($110)..Aug 13, Oct 8, Dec 15, Feb 19,
Apr 27, Jun 16
Microsoft Word 2000 Intermediate ($110)...Jul 30, Sep 16, Nov 20, Jan 12,
Mar 16, May 25, Jun 21
Microsoft Word 2000 Advanced ($110) ....Dec 2, Jun 3
Microsoft Word 2002 (XP) Introduction ($110) ....Nov 6, Jun 1
Microsoft Word 2002 (XP) Intermediate ($110).......................................Jan 27, Jun 17
Microsoft Word 2002 (XP) Advanced ($110)..May 5
Microsoft Word 97 Introduction ($110)..Oct 16, May 17
Microsoft Word 97 Intermediate ($110) ....Dec 3, May 20
Microsoft Word 97 Advanced ($110) ....Jun 2

Object-Oriented

Analysis & Design in an Object-Oriented Environment ($975) ....Apr 19-23
Basic Java Programming ($900) ....Oct 27-30, Jun 1-4

OS/390, MVS, z/OS Operating System – see also Assembler, COBOL, NATURAL

Introduction to 0S/390 ($450)..Sep 22-23, Dec 1-2, Mar 11-12,
Jun 7-8
Getting Started with OS/390 TSO/ISPF ($450)...Sep 24-25, Dec 3-4, Mar 15-16,
Jun 9-10
Getting Started with OS/390 JCL and Utilities ($675)...............................Sep 29-Oct 1, Dec 8-10, Mar 17-19,
Jun 14-16
OS/390 Job Control Language – Advanced Concepts ($450)....................Jan 22-23, Jun 7-8
OS/390 Application Dump Reading ($450)..May 17-18
Basic VSAM Programming ($675)...May 19-21
Getting Started with COBOL 390/LE ($450) ....Oct 14-15, Mar 10-11

PC Support Certificate Program – see Certificate Program

PC Support and Troubleshooting

PC Support and Troubleshooting – Level 1 ($1,425) ....Aug 18-22, Oct 20-24, Jan 12-16,
Mar 15-19, May 17-21
PC Support and Troubleshooting – Level 2 ($1,475) ....Sep 22-26, Nov 17-21, Feb 2-6,

                                                                    Apr 19-23, Jun 14-18
PC Support and Troubleshooting – Level 3 ($1,195) ....Dec 8-11, Mar 22-25, Jun 21-24

PC Training – see Microsoft and HTML

Presentation Graphics – see Microsoft PowerPoint and Microsoft Visio

Problem Solving

Basic Problem Solving ($675) ....Oct 27-29, May 24-26

Programming Languages – see Assembler, COBOL, Java, NATURAL, REXX, Access, Excel

Project Management

Applied Project Management ($550) ....Aug 19-21, Oct 8-10, Nov 17-19,
                                                                    Dec 15-17, Jan 21-23, Mar 3-5,
                                                                    Apr 14-16, May 17-19, Jun 21-23
Applying PMI's PMBOK to Information Technology Projects....................Dec 9, Jun 24
Microsoft Project 2000 Introduction ($300) ....Aug 19-20, Sep 24-25, Oct 20-21,
                                                                    Nov 17-18, Dec 11-12, Jan 20-21,
                                                                    Feb 19-20, Mar 8-9, Apr 12-13,
                                                                    May 17-18, Jun 21-22
Microsoft Project 2000 Advanced ($150)..Nov 19, Mar 10, Jun 10

REXX Programming Language

Basic REXX Programming ($675) ....Jan 26-28

SAS Software

Introducing to Programming Using SAS Software ($600)..........................Sep 29-30, Jan 12-13, May 5-6
SAS Programming I: Fundamentals of the SAS System ($1,125) ....Oct 6-10, Feb 2-6, Jun 21-25
SAS Programming II: Data Manipulation Using the Data Step ($725) ....Dec 15-17
SAS Programming III: Advanced Techniques ($600)................................Mar 22-23
SAS Programming IV: Optimization Tips and Techniques ($600) ....Apr 19-20
SQL Processing with SAS Software ($600)..Oct 23-24
Accessing Databases and Spreadsheets with SAS/ACCESS ($325)........Oct 22
SAS Report Writing: A Programming Approach ($725)............................Jan 14-16
Macros in SAS Software ($725) ....Mar 24-26
SAS: Output Delivery System (ODS) Basics ($325).................................Mar 4
Client/Server Processing with SAS/CONNECT Software ($600)...............Mar 2-3
SAS Statistics I: Basic Anova and Regression Analysis ($725).................Apr 21-23

Software Testing – see System Development Life Cycle

Software Project Management Certificate Program – see Certificate Programs

Spreadsheets – see Microsoft Excel

SQL

Getting Started with SQL ($450) ....Sep 11-12, Dec 11-12, Mar 8-9,
                                                                                              May 6-7
Coding Intermediate SQL ($450)...Jan 20-21, Jun 21-22
QMF Fundamentals ($450) ....Feb 17-18

System Development Life Cycle

Systems Analysis and Design Methods ($450).......................................Sep 11-12, Dec 15-16
Introduction to Structured Analysis ($925)...Aug 18-22, Nov 3-7, Jan 26-30,
                                                                                              Apr 5-9, May 17-21
Effective Business Requirements ($775)..Sep 8-10, Dec 2-4, Mar 15-17,
                                                                                              May 26-28
Data Modeling Essentials ($825)...Oct 6-9, Feb 17-20, Jun 1-4
Introduction to Structured Design ($675)..Dec 8-10, May 3-5
Structured Testing Fundamentals ($825)..Oct 27-30, Mar 1-4, Jun 8-11
Maturing Your SDLC Process ($675) ....Dec 17-19, Jun 21-23
Database Technology for the New Millennium ($675)...............................Feb 25-27
Structured Analysis – Advanced Concepts ($925)....................................Mar 22-26
Analysis & Design in an Object-Oriented Environment ($975) ....Apr 19-23
Client/Server – A Technical Overview ($675) ....Nov 3-5, Apr 27-29

Technical Writing

Creating Technical Documentation ($450)..Nov 17-18, May 27-28

Web Development

HTML 4 Programming Level 1 ($125)..Aug 14, Jan 14, May 20
HTML 4 Programming Level 2 ($125)..Dec 16, May 26
HTML 4 Programming Level 3 ($125)..Oct 22, Jun 23
Microsoft FrontPage 2000 Introduction ($125)...Sep 17, Mar 2
Microsoft FrontPage 2000 Advanced ($125)...Apr 20
Basic Java Programming ($900) ....Oct 27-30, Jun 1-4

Word Processing – see Microsoft Word

HHSDC Training Center
Conference/Training Facilities Available to Rent

All rooms come with standard equipment and features listed below

Room	Daily Rate	Description	Capacity	Additional equipment/features
Conference Room 1	No Charge	Conference room	25	• large executive conference table seating 16-18 • laptop hook-up • For safety reasons no outside equipment other than a laptop allowed
Conference Room 2	$600.00	Auditorium	130	• Speaker's lectern • Audio system
Training Room 1	$250.00	Standard Classroom	40	N/A
Training Room 2	$400.00	Computer Classroom	20	Printer
Training Room 3	$250.00	Standard Classroom	40	N/A
Training Room 4	$350.00	Computer Classroom	16	Printer
Training Room 6	$250.00	Computer Classroom	10	Printer
Training Room 8	$300.00	Computer Classroom	12	Printer
Training Room 9	$250.00	Standard classroom	20	• 4 breakout rooms with whiteboards, seating 5 each

Standard equipment/features in each room:

- Multimedia projector
- Whiteboards
- Overhead projector for transparencies
- Adjustable lighting
- Instructor/presenter PC with Microsoft Office
- Internet access

Equipment available on request:

- TV
- VCR
- Flipchart easels w/pads
- Conference call phone

TECHNICAL SUPPORT – One hour of free technical support is provided per event. Additional hours of support will be billed at the rate of $75 per hour.

CANCELLATION POLICY – Room reservations must be cancelled no later than 2 working days prior to the event or a late charge will be billed equivalent to 25% of the room rental fee. The HHSDC will bill your department for technical support time and material and any other expenses incurred by the HHSDC Training Center at the request of the customer up to the time of the cancellation.

SPECIAL REQUIREMENTS – Requests for special requirements, such as extended hours, additional equipment, etc. must be submitted to the HHSDC Training Center at least 15 working days in advance, and are subject to approval by your Room Coordinator.

ROOM CONFIGURATIONS – All rooms must be used as is. Moving of furniture is not permitted without prior approval by your Room Coordinator.

Please see reverse for Room Rental Usage Policy

HHSDC Training Center
ROOM RENTAL USAGE POLICY

1.   Training Center hours are 7:30 AM – 4:30 PM. Please ensure that your event is completed by closing time.

2.   <u>All rooms must be used as is</u>. Moving of furniture is not permitted without prior approval by your Room Coordinator. Most rooms are set up in classroom style. We encourage you to make an appointment with your Room Coordinator to view our rooms before reserving one, to ensure that they will meet your needs.

3.   If additional furniture or equipment is needed, ask the Training Center staff for assistance. Do not remove furniture or equipment from other rooms.

4.   Your Room Coordinator must be notified of any outside catering or other event support you are considering. Usage of any event support is subject to prior approval of your Room Coordinator. The HHSDC Training Center is not responsible for arranging or coordinating with any event support you provide.

5.   Requests for special requirements, such as extended hours, additional equipment, etc. must be submitted to the HHSDC Training Center at least 15 working days in advance, and are subject to approval by your Room Coordinator.

6.   Training Center technical staff must approve the use of outside equipment, software and/or hardware to determine technical feasibility. Please provide this information <u>at least 15 working days prior to your event date</u>. For safety reasons, no outside equipment other than a laptop is allowed in Conference Room 1.

7.   Telephones are available in the lobby for free local or credit card long distance calls.

8.   For incoming emergency calls, you may use (916) 739-7502 as a message number.

9.   A fax machine is available in the West Wing Lobby for customer use. The fax number is (916) 739-7910. Training Center staff do not monitor this fax machine. If you expect a fax, be sure to check periodically.

10.   One hour of free technical support is provided per event. Additional hours of support will be billed at the rate of $75 per hour.

11.   Room reservations must be cancelled no later than 2 working days prior to the event or a late charge will be billed equivalent to 25% of the room rental fee. The HHSDC will bill your department for technical support time and material, if any, and any other expenses incurred by the HHSDC Training Center at the request of the customer up to the time of the cancellation.

If you have any questions please contact your Room Coordinator at the
HHSDC Training Center (916) 739-7502

HHSDC Training Center - Map and Directions
9323 Tech Center Drive, Sacramento CA 95826
(916) 739-7502

Light Rail
Exit Tiber Station (the Training Center is next to this station- take walkway from station to Training Center rear parking lot)

Folsom Blvd

Tiber Station

Rear parking lot

Walkway from station to parking lot

Training Center
Entrance in front

From the Airport on I-5 or Marysville/Yuba City on Hwy 99
I-5 south to Business 80 east
Business 80 to Hwy 50
Hwy 50 to Bradshaw Rd
Left on Bradshaw to Folsom Blvd
Left on Folsom to Mayhew
Left on Mayhew
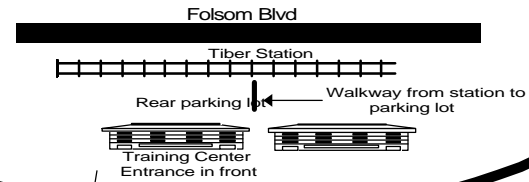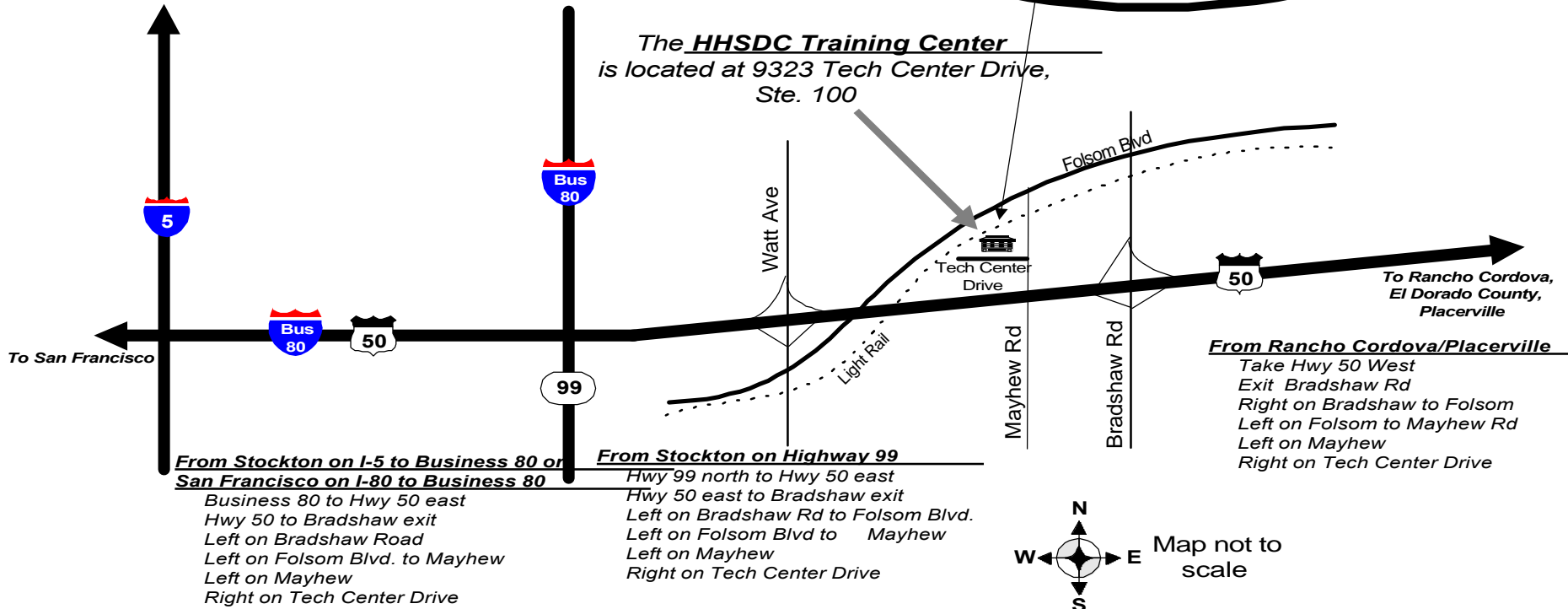*Right on Tech Center Drive*

From Roseville or Auburn on I-80
Take Business 80 downtown
Take Hwy 50 east
Exit Bradshaw Rd
Left on Bradshaw to Folsom
Left on Folsom to Mayhew
Left on Mayhew
Right on Tech Center Drive

To Airport

The **HHSDC Training Center** is located at 9323 Tech Center Drive, Ste. 100

Folsom Blvd

Bus 80

5

Watt Ave

Tech Center Drive

Light Rail

Mayhew Rd

Bradshaw Rd

50

99

Bus 80

50

To San Francisco

To Rancho Cordova, El Dorado County, Placerville

From Rancho Cordova/Placerville
Take Hwy 50 West
Exit Bradshaw Rd
Right on Bradshaw to Folsom
Left on Folsom to Mayhew Rd
Left on Mayhew
Right on Tech Center Drive

From Stockton on I-5 to Business 80 or San Francisco on I-80 to Business 80
Business 80 to Hwy 50 east
Hwy 50 to Bradshaw exit
Left on Bradshaw Road
Left on Folsom Blvd. to Mayhew
Left on Mayhew
Right on Tech Center Drive

From Stockton on Highway 99
Hwy 99 north to Hwy 50 east
Hwy 50 east to Bradshaw exit
Left on Bradshaw Rd to Folsom Blvd.
Left on Folsom Blvd to   Mayhew
Left on Mayhew
Right on Tech Center Drive

N
W   E
S
Map not to scale